



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from qualified candidates for the following:

ISSUE DATE: January 8, 2015

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: January 22, 2015

Applications received after closing date may be considered if position is not filled.

TITLE: Manager 1, Education

REFERENCE #: DOE-001-15

BARGAINING UNIT/RANGE: & 32

LOCATION: Trenton, NJ

DIVISION: Division of Data, Research, Evaluation, and Reporting, Office of Assessments

POSITION #: 909615

SALARY: \$73,867.90 - \$107,117.76

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DESCRIPTION

Under general direction of the Director of the Office of Assessments, directs, manages, and supervises an important, primarily single objective program or unit. This includes the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the program and staff. May provide direct support in managing and supervising the implementation of the statewide assessment programs, i.e. Partnership for Assessment of Readiness for College and Careers (PARCC) for grades 3 through 8 and high school, PARCC Computer-Based Technology, Alternate Proficiency Assessment (APA), Dynamic Learning Maps (DLM), Science Assessment for grades 3 through 8 and high school, and National Assessment Educational Progress (NAEP); may consult with and monitor work of projects of test coordinators, content specialists, measurement specialists, and technology specialists; may supervise and manage the work performance of assigned staff in the development and implementation for the PARCC grades 3 through 8 and high school, APA/DLM, and NAEP; may manage, supervise, and prepare budget procurements, RFPs for testing support activities, and operating programs; may work directly with the state contractors' Measurement Incorporated (MI), Questar, and Pearson; may supervise the preparation, analysis, and control of the testing budget on a timely basis in accordance with the annual testing work plan; may obtain and evaluate budget requests; may prepare and supervise testing reports and studies containing findings and recommendations for the director's review and approval; may manage and supervise the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the testing program and assigned staff. May manage and supervise the preparation of detailed correspondences; does related work as required.

REQUIREMENTS

Education: Graduation from an accredited college with a Master's degree in Education or a field related to the area of assignment.

Experience: Five (5) years of experience in education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity. Experience with the development and/or implementation of a large-scale assessment program desired. The following is preferred: knowledge of the testing program or unit purpose, goals and objectives; knowledge of modern management principles; knowledge of the principles of organization and personnel management; knowledge of modern government budgeting problems, concepts, practices, and methods and their application to specific situations; knowledge of statistical and research theory, practices and procedures; ability to prepare clear, sound, accurate, and informative testing reports on budget matters containing findings, analyses, conclusion and recommendations; ability to organize assigned budget, research, and related work and develop effective work methods; ability to review operating procedures and provide advice/assistance to director and staff relating to operating requirements, fiscal procedures, and budget requests.

Certification: Certificate as a teacher or administrator.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/70244.htm>

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-001-15
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.